

OVERVIEW OF BTP CONTRACT DEVELOPMENT PROCESS

Responsibility	Action
Consultant	1. Provide a proposed work plan, including a budget/cost proposal.
BTP Project Manager	<ol style="list-style-type: none"> 1. Ensure that funding mechanism is in place. Depending on source, obtain a chargeable job #. 2. Non-Competitive Contracts Only: Obtain best source approval. (Memo from Bureau Deputy Director to Chief Administrative Officer.) 3. Complete BTP Contract Development Request. Submit request and attachments to the BTP Contract Administrator.
BTP Contract Administrator	<ol style="list-style-type: none"> 1. Review BTP Contract Development Request. Enter information in computer tracking system. 2. Ensure that CS-138 (Civil Service approval to contract outside of State government) has been approved. 3. Verify Title VI approval, if needed, and send application to Consultant. 4. Obtain financial approval from Accounting. 5. Submit request to Agreements Unit.
MDOT Agreements Unit	<ol style="list-style-type: none"> 1. Draft contract. 2. Obtain internal approvals concurrently (Attorney General and Office of Commission Audit). 3. Submit contract for appropriate agenda approval (State Administrative Board over \$25,000; or State Transportation Commission; or MDOT Director). 4. Forward internally approved contract to BTP Contract Administrator.
BTP Contract Administrator	<ol style="list-style-type: none"> 1. Send contract to Consultant for signature. 2. Award contract (Chief Administrative Officer's signature). 3. Send awarded contract to Consultant. 4. Establish payment documents in MAIN.
Consultant	<ol style="list-style-type: none"> 1. Complete and return Title VI application, if needed. 2. Provide any requested documentation for MDOT internal approvals. 3. Review, sign, and return contract. 4. Receive awarded contract. Begin prime contract work. 5. Submit proposed sub-consultant contracts (over \$25,000) to BTP Project Manager.
BTP Project Manager	1. Complete and submit Subcontract Approval Form to BTP Contract Administrator. Include copies of sub-consultant contracts.
BTP Contract Administrator	<ol style="list-style-type: none"> 1. Review Subcontract Approval Form. Enter information into computer tracking system. 2. Obtain internal approvals from Office of Commission Audits (over \$100,000) and Deputy Director of Bureau of Finance and Administration (over \$25,000). 3. Send approved sub-contracts to Consultant for award.
Consultant	<ol style="list-style-type: none"> 1. Provide any requested documentation for MDOT internal approvals. 2. Award (obtain signatures) sub-contracts. 3. Send copies of awarded sub-contracts to MDOT Contract Administrator. 4. Begin sub-consultant contract work.
BTP Project Manager	<ol style="list-style-type: none"> 1. Monitor the technical and financial progress of the contract. 2. Maintain financial and work product documentation per the BTP Record Retention Schedule.